Guidelines for Submitting Proposals/ Task Orders
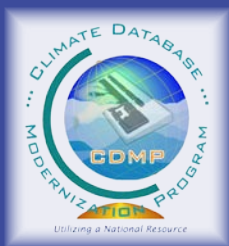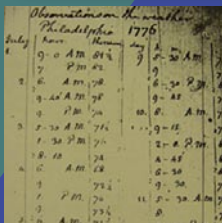
Utilizing a National Resource
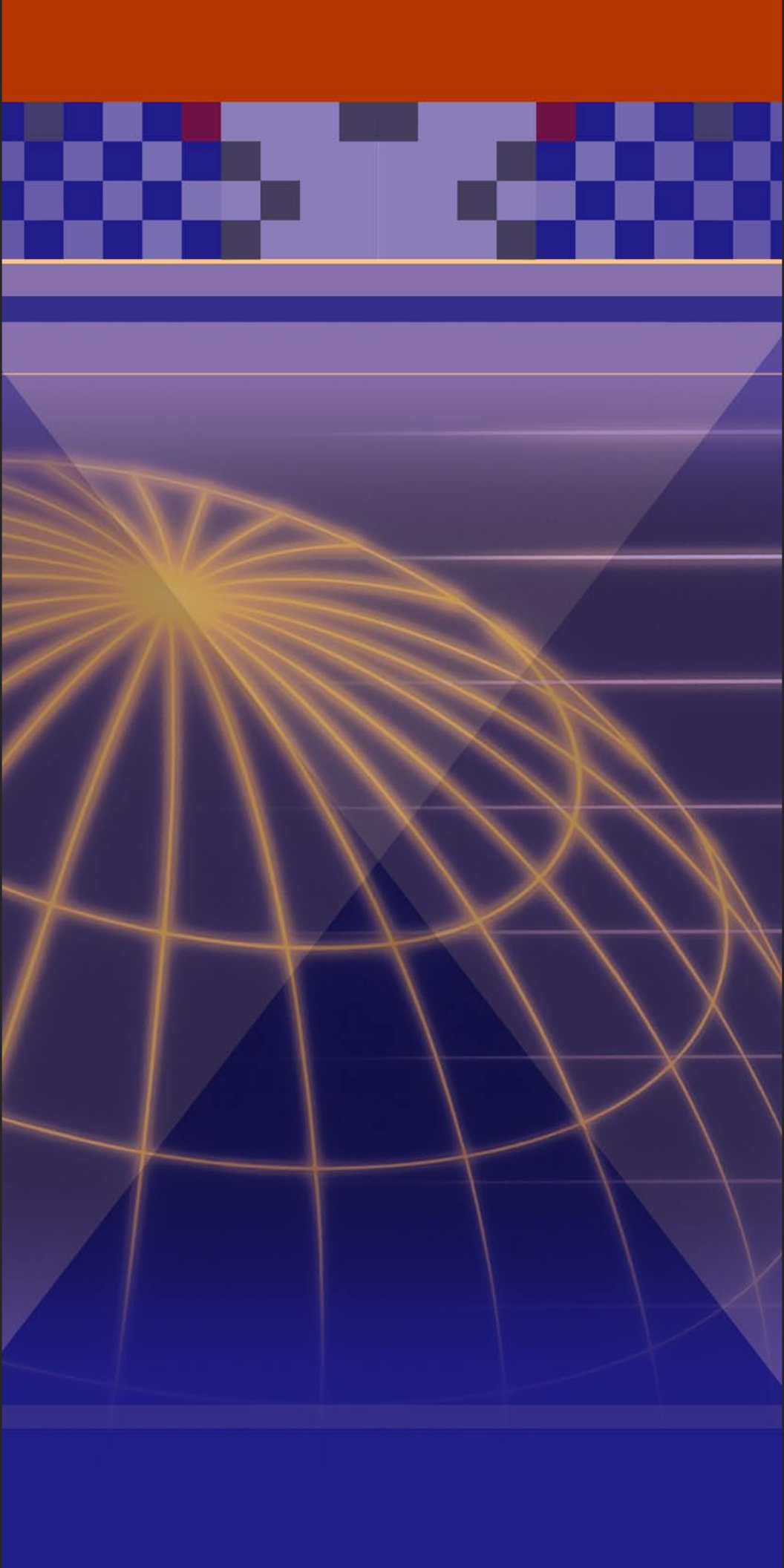
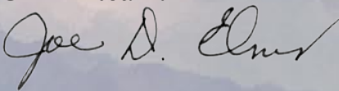## July 2005

CLIMATE DATABASE MODERNIZATION PROGRAM

Fiscal Year 2006

Fiscal year 2006 will mark the seventh year for the Climate Database Modernization Program (CDMP). Data once restricted to file cabinets and basement storage are becoming accessible via the World Wide Web. The CDMP supports all NOAA operational line organizations with services intended to make climate and environmental data and information more accessible and easier to utilize. The biggest difference between CDMP and other similar programs is that the bulk of the funding goes to a CDMP contractor to perform the work.

Whether you are a veteran with past projects supported by CDMP, or even if you are just now learning of the program, we invite you to take part in the FY 2006 Data Access Workshop. The fifth annual Data Access Workshop is set for November 15-16, 2005, at the NOAA Coastal Service Center, Charleston, South Carolina. The Workshop will give each agency the opportunity to present their proposals for continuing multi-year projects currently being funded, and any new projects for consideration under the FY 06 CDMP program.

Please read through this guideline booklet, paying particular attention to those deadlines and requirements that apply to you and your situation. For new proposed projects we require more information in the form of a detailed task order, while for the continuation of an ongoing project a simple one-or two-page proposal is adequate. This added detail is critical for CDMP and the evaluating team to better judge the cost of new start-up projects. If you have questions, feel free to contact me or a member of the CDMP team.

Joe D. Elms
Program Manager, CDMP

Ever wonder how you might preserve your valuable climate and environmental data and make it more accessible? Ever wonder if NOAA has funds available to support such an effort? If so, the Climate Database Modernization Program (CDMP) might be just the program for you and your organization.

In Fiscal Year 2005, the CDMP has over 50 individual tasks underway (see page 12 for a partial list of current tasks). These tasks generally involve the digitizing of historical climate records, whether it involves the creation of a digital image from paper, microfilm, or microfiche, or keying data from these records. The task may also involve the creation of a web system for storing and accessing data, or the creation of a new database to support on-line data access.

FY 05 Tasks by Organization

National Weather Service - 5

Ocean and Atmospheric Research - 3

National Marine Fisheries Service - 5

NOAA's National Climatic Data Center - :

National Ocean Service - 7

National Environmental Satellite, Data and Information Service - 10

Total number of NOAA CDMP projects reached an all-time high (50 plus in 2005

CDMP invites you to consider submitting a proposal under the FY 06 program. Tasks costs can range from a few thousand dollars to several million dollars for multi-year tasks. Awards depend directly on available FY 06 funding.
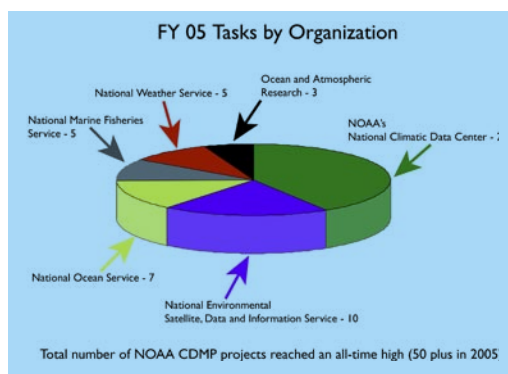
First, please review the proposed guidelines outlined on the following pages. Read these carefully, ask questions, submit your proposals/task orders on time, and attend the workshop.

Before you start, consider the following questions:

- Does your tasks involve the services provided by the CDMP contractors (see page 4)? If not, there is little chance that CDMP could fund your project.

- Is your project a data rescue activity? Does it support the NOAA strategic goals? Unless the task involves making climate and or environmental data more accessible, it will not be funded.

 - Is the task large enough to be cost-effective? The time, effort, and expense incurred by the contractors to evaluate a small task, run tests, and develop keying formats is often greater than the time needed to do the actual production. This is generally true for tasks involving less than 1,000 documents.

- Is it too large to be manageable, or prohibitively expensive? Check with your CDMP contact if you're not sure. Large tasks often require a great deal of up-front work by government employees prior to the beginning of work by the contractors. If it's too large, can the task be logically divided into several smaller sub-tasks over a multi-year period?

- How many documents exist? On what media are they stored? What is the condition of documents? These questions can affect project cost. Is there more than one copy available? If only one copy exists, can you live without access to it while the data are at the contractor's site for digitizing?

- Who will compile documents for shipment to contractors? Does an inventory need to be compiled before the documents leave your NOAA facility? Remember, funds for NOAA to prepare the data and QA the returning products are very limited (approximately 10% of the total funding).

 - How long will this process take? Many tasks take several years to complete due to funding and workload constraints. Are resources available over an extended period of time? Structure the task so that higher priority work is completed first.

- Are there employees available to do this work? These include developing detailed task orders, answering contractor questions, providing task guidance, participating in progress meetings/ conference calls, etc. A task order, required for all new proposed tasks, should logically define the process for accomplishing the work requested of the contractor, including all the necessary details the contractor will need to successfully complete the project. Do you know exactly what you require?

- Who will perform quality assurance on data once they have been imaged or keyed? How will quality assurance be performed? Are you prepared to give timely feedback to the contractor and the CDMP staff?

- Do you have a method and means to make the data accessible once they are digitized? Or will you be relying on the contractor for developing and hosting an access system? Can you cover the long-term costs for such a hosted system? What happens if CDMP funds are no longer available?

- Who will manage the task? Will they be able to participate in conference calls, CDMP progress meetings, and review monthly invoices?

The CDMP supports the following services:

• Imaging from paper (sizes up to 42 x 60 inches),   bound books, microfiche, microfilm, photographs, and negatives

• Image indexing available for on-line storage and retrieval

• Keying from paper, microfiche, or digital image

• Data hosting and web access

• Information technology development, database development

• Streaming video output

• Vectorizing

• Optical character recognition (OCR)

Other similar specialized services may be available.

CDMP Primary Contractors:

Sourcecorp

Sourcecorp
1770 Highway 461
Mt. Vernon, KY 40456

Charles Combs, Program Manager

Information Manufacturing Corporation

Information Manufacturing Corporation
310 State Route 956
Rocket Center, WV 27726

Marina Burgstahler, Program Manager

Lason Systems, Inc

Lason Systems, Inc
12200 Kiln Court
Beltsville, MD 20704

John Jacobs, Program Manager

The following guidelines should be followed when submitting proposals for work to be accomplished under the Climate Database Modernization Program (CDMP).

1. All tasks must involve increasing the accessibility and utilization of climate and environmental data and information (see selection criteria on page 9).

2. Proposals must be submitted for any continuing task from FY 05, and a detailed task order is required for any new proposed tasks. If the requirements of a continuing task change substantially, then a more detailed task order must be submitted. This approach is necessary to better gauge the cost of each potential task.

3. Proposals/task orders must be submitted electronically to Joe Elms, Program Manager, Climate Database Modernization Program by **November 1, 2005**. The preferred formats are Microsoft Word or a PDF document. E-mail address is Joe.D.Elms@noaa.gov.

4. The proposals for continuing tasks should include the following:

A. Name of organization and task leader(s).
B. Name or title of the task and the assigned task order number.
C. Accomplishments in FY 05.
D. Scope of work proposed for FY 06.
E. An estimate of time needed for your agency to prepare materials for delivery to the CDMP contractors, to quality assure the returning products, and to make the data accessible if fully funded by CDMP.

Note: If the scope of the task has changed, then a task order rather than a proposal should be submitted. Also, indicate in your e-mail at the time the proposal is submitted whether you or a colleague will be presenting the proposal during the workshop to be held November 15-16, 2005.

The CDMP will be hosting a workshop in Charleston, SC, at the NOAA Coastal Service Center for those that wish to participate and formally present their FY 06 proposal (continuation and new tasks). For sign-up details, see page 13.

DATA ACCESS WORKSHOP
CLIMATE DATABASE MODERNIZATION PROGRAM
November 15-16, 2005
Coastal Service Center
Charleston, South Carolina

Provisional Agenda

Tuesday, November 15, 2005

8:30 am	Welcome
8:40 am	CDMP Overview & Guidelines
9:00 am	CDMP International Activities

Conversion Equipment and Technologies benefiting CDMP

9:30 am	Lason
9:50 am	Break
10:10 am	Information Manufacturing Corporation
10:30 am	SourceCorp

Task and Proposals by Line Office/Lab, etc. for FY 06 Please include any lessons learned that would help other task leaders

11:50 am	National Ocean Services (NOS)
12:15 pm	Lunch (box lunch available for purchase)
1:30 pm	National Marine Fisheries Service (NMFS)
3:00 pm	National Weather Services (NWS)
4:30 pm	Daily wrap-up
4:45 pm	Adjourn

Wednesday, November 16, 2005

8:30 am	Continue Proposal Presentations
	Oceanic and Atmospheric Reasearch (OAR)
9:30 am	NODC & NOAA Library
10:30 am	Break
10:45 am	NGDC
11:45 am	Wrap up & Closing remarks
Noon	Adjourn

The proposals will be judged against the following criteria:

1. *Supports NOAA's strategic goals.*
2. *Contribution to improved data access and rescue*
3. *General merit to overall program*
4. *Value to climate community*
5. *Cost effectiveness*
6. *Ease of digitization by the contractors*

The CDMP staff will calculate an estimated cost for each proposal. They will also estimate a total time to completion (some tasks may take several years to complete).

The final selections will be based on the criteria above and the available funding.

A decision on approved FY 06 tasks will be announced in January 2006, or at the time CDMP has a budget. New tasks may begin as early as March 2006.

Funding: Contractor and NOAA

The dollars for all NOAA tasks will be part of the CDMP contractor funding for FY 06. Contracts for FY 06 will be established sometime in the January-February, 2006 time frame. These contracts will be established by NCDC and the procurement office at the Eastern Administrative Management Division (EAMD) in Norfolk, VA.

Most tasks will also be provided funding to be used internally by the NOAA agencies. These funds are limited to approximately 10% of the total funds allocated to the contractor to perform the work as described in the task order. These funds will help to cover the costs of NOAA salaries, travel, document preparation, quality assurance, hiring of contract employees by NOAA agencies to assist with CDMP projects, etc. The use of this funding is determined by each individual NOAA organization and must be reflected in the Department of Commerce NOAA Budget Operating Plan report. Each agency will need to provide the CDMP with a point of contact, telephone number, and organization code for the transfer of funds. **These funds must be used by the end of the fiscal year (end of September 2006).**

Task Orders:

Each NOAA task manager will be responsible for writing a task order for their specific task to be issued to the contractor. A sample task order is available on-line at www.ncdc.noaa. gov/oa/climate/cdmp/proposals.html. Task orders need to address the specifics of each individual task in sufficient detail that the contractor and CDMP management will understand what is to be accomplished. Many times the preparation of the task order is an iterative process between the government and the contractor; however, it must be completed and issued officially by CDMP before the work can begin. Again, CDMP requires a detailed task order for all start-up projects (new proposals). This is necessary to better judge the cost and time for completing a project and to provide better control of the CDMP budget now that it is being closely monitored at all levels. This also allows a timely start to the project.

Task Manager Responsibilities:

Each NOAA task shall have a task manager and back-up assigned. The task manager will work directly with the contractor to develop and oversee the task, and will keep the CDMP leadership team fully informed on the task's progress. The task manager is encouraged to personally attend the kick-off meeting with the contractor. The manager is expected to be available for CDMP conference calls and progress meetings, and be generally available to respond to questions. The task manager must monitor the funding and the rate of spending to ensure the task remains within budget.

Processing Invoices:

A contractor invoice, specific to each task, will be sent to the CDMP Contracting Officer's Representative (COR) by the 10th of each month for work done during the prior month. The COR will email the invoice to the appropriate task manager when it is received. All task managers are required to review the monthly invoices for their tasks and respond via email with their agreement as to what has been billed, or if there are any discrepancies on the invoice that need to be resolved. The contractor invoices are approved for payment by the COR and sent to EASC for payment. It is the task manager's responsibility to be sure that the products/services that are billed are justified.

Major CDMP 2005 Tasks

National Environmental Satellite, Data, and Information Service
Subscription Services
Daily Cooperative Observations - imaging and keying
Hourly Surface Observations - imaging and keying
Upper-Air Observations - imaging and keying
Hourly Precipitation Data - imaging and keying
DMSP film - imaging
MBTs - digitizing
On-site support staff
Ionospheric Observations – keying
Historical Solar Observations - imaging
Arctic Sea Ice Charts - imaging
Metadata development
Integrated inventory system development
Lightship data - Sweden
Marine observations - keying
Mexican Daily Data - imaging and keying

National Marine Fisheries Service
Lightship Observations - imaging and keying
Data Recovery on Cetaceans - imaging and keying
Sea Cat / Bongo Stations - keying
Fish egg & larvae - keying
REEF - imaging
Magnetic Tape recovery
Historial plankston - keying

National Ocean Service
Shoreline Charts - vectorizing
Nautical Charts - imaging
History of water level gauges - imaging
Historical Coast Pilots - imaging

National Weather Service
African Upper-Air Observations - keying
Surface data imaging and keying - Uruguay & Dominican
Republic

Office of Oceanic and Atmospheric Research
WMO Pub 47 – keying
Hurricane Reconnaissance - imaging & streaming video
European historical ship logbooks - imaging and keying

Dates to Remember

October 14, 2005

Last day for reservation at the Renaissance Hotel, 68 Wentworth Street, Charleston, South Carolina
 (843) 534-0300

Call 1-800-605-1498 (Marriott reservations) and idendify the event as "CDMP". CDMP has reserved a group of room for Nov. 14-15, 2005 at the government rate. Since the workshop adjourn at noon on Nov. 16, room arrangements have not been made for that night.

November 1, 2005

FY 2006 Proposals or Task Orders are due;
for details see page 6.

November 15-16, 2005

Data Access Workshop - in Charleston, SC.
Hosted by NOAA's Coastal Service Center.
Participants will need a photo ID to access facility.
For directions and further information on NOAA's Coastal Service Center see: www.csc.noaa.gov/direct.html

January 2006

Awards announced.

March - April 2006

Tasks begin.